

PARENT TRUST FUND GRANT APPLICATION 2005-2006

Application Cover Sheet

Town(s) or towns(s) served by proposed training:
Proposed training curriculum model:
Amount requested:
Proposed training dates:
Your Name:
Your Organization:
Address, city & zip code:
Telephone, fax & e-mail:
Fiduciary partner:
Contact person:
Address, city & zip code:
Telephone, fax & e-mail:

Background

The Parent Trust is a program of the Connecticut Children's Trust Fund. It was established largely through the efforts of the Connecticut Commission on Children and several dedicated advocates in 2001.

The Parent Trust supports parent engagement and leadership training to improve the health, safety and education of children across Connecticut. It is the first program of its kind in the nation.

Initially, the Robert Wood Johnson Foundation, the William Casper Graustein Memorial Fund and several State departments funded the Parent Trust Fund grant program. This year the Children's Trust Fund has received a state appropriation to fund the Parent Trust Fund grant program.

The Parent Trust grant program provides funds to community-based agencies to train parents to become skilled advocates and strong voices for children at the local, state or national level.

Request for Grant Applications

The Parent Trust Fund is requesting applications for grants to support parent leadership training that offers participants an opportunity to develop advocacy skills.

Grants awarded under this application will total no more than 50% of the cost of the program. The applicant organization is responsible for securing the remaining 50% or more of funding.

Applications will be considered from private not-for-profit (501C3) organizations that demonstrate cultural competence and the financial and administrative capability to implement the grant. Applications will be accepted through October 14, 2005 from qualified non-profit organizations.

The Connecticut Children's Trust Fund, the Connecticut Commission on Children and the United Way of Connecticut are collaborating to provide administrative support, training and technical assistance for projects funded through this application process.

Goals and Objectives

The goals of the Parent Trust Fund are to:

- Encourage parents to participate in civic life and to advocate for children.
- Promote diversity of leadership in communities throughout Connecticut.
- Provide parents with the tools and skills needed for effective advocacy.

- Increase awareness of the issues that matter to parents and the important role they can play as advocates and change agents.

To be considered for funding, applicants must indicate that their training will:

- Increase and sustain the motivation, ability and opportunity for parents to engage in the civic life of their communities and the state.
- Increase the visibility and involvement of parents in addressing their concerns regarding children and families through the advocacy skills learned in the training.
- Demonstrate diversity among parent participants and their board that is reflective of their community.
- Include a strong civics and advocacy skills component.
- Include plans for increased and sustained parent engagement in the community.
- Demonstrate at least a 50% funding match. Half of this match may be given in-kind.

The Parent Trust Fund will not provide funding to:

- For-profit organizations.
- Individuals.
- Religious organizations for sectarian purposes.
- Capital campaigns.
- Single-issue political causes and activities.
- Parent Education Classes that do not include a focus on the goals of this proposal.
- Parenting Support Groups.
- Development of a new curriculum.
- Translation of an existing curriculum into an alternative language.
- Scholarship funds.

Frequently Asked Questions

What are the chances of being funded? This is the fourth year that grants are being offered and we expect it to be a competitive grant application process. Study the guidelines carefully to determine whether your project clearly fits within the range of leadership training being supported. If there is not a clear fit, it is unlikely that your project will be granted funding.

May organizations offering the same curriculum submit funding applications for more than one site at a time? You are encouraged to submit funding applications for as many sites as you wish. Each site will be reviewed independently and evaluated on its own merits.

Grant Application Format

The Parent Trust Fund Grant Application for 2005-2006 consists of two parts – a program description and a budget proposal. The grant period is eighteen months, January 1, 2006 through June 30, 2007. To be considered for funding, your complete application must be received by the 2:00 p.m. on Friday, October 14, 2005. Please use the format provided and respond to each of the following questions that will describe your agency, your parent leadership training model and your funding request.

Please use lay terms in your submission rather than jargon and/or acronyms. It is also best to assume that the members of the Review Committee are not familiar with your agency or the training model for which you are requesting funding. Be complete and concise in your responses. Any materials that you feel add substantially to your proposal but have not been requested may be submitted as attachments.

Grant applications are limited to ten single-sided typed pages using 12 font, plus attachments. Please staple (rather than bind) your application and use the format provided. Submit one original and two copies in a sealed envelope clearly marked “PARENT TRUST FUND APPLICATION” to the Commission on Children, 18-20 Trinity Street, Hartford, CT 06106 by 2:00pm on October 14, 2005.

Grant Application Timeframes

The following timetable has been established for the Parent Trust Fund Grant Application process though they are subject to change:

Release of Grant Application	September 1, 2005
Grant Applicant Meeting	September 14, 2005
Application Deadline	October 14, 2005
Application Review Process Begins	October 31, 2005
Funding Announcements	December 1, 2005
Grant Period Begins	January 15, 2006
Grant Period Ends	June 30, 2007

Part I - Program Description

1. Please describe the parent leadership training being proposed emphasizing the target population to be served, as well as the length, class hours, components, supports for parents to attend and measurable outcomes of the training. Include the training goals and the rationale for its content as well as opportunities provided to practice civic leadership skills during the training. Attach an outline of the curriculum and attendance/graduation requirements to your application.
2. Please describe the depth of experience and expertise of your agency to successfully implement this training. Include how your training is integrated into the continuum of services available to parents through your agency and in your community. Specifically identify any linkages to projects or initiatives sponsored by the Children's Trust Fund, the Graustein Memorial Fund, the United Way of Connecticut and the Connecticut Commission on Children. Attach a functional organizational chart that identifies where the training falls within your agency structure.
3. Please provide basic demographic information (age, race, gender, income, etc.) on past parent leadership training enrollees and graduates. If you are requesting funding for a training you have not offered before, please project this information and provide a rationale.
4. Please describe the board, advisory group or collaborative that provides (or will provide) administrative support and oversight to your parent leadership training program. Describe their role in selecting, planning, recruiting, implementing and monitoring the training. Attach a list of board members reflecting at a minimum, their name, race, gender, agency affiliation, and length of tenure.
5. Please describe the process that you use (or will use) to recruit, train and supervise the parent leadership training program trainers/facilitators.
6. Please describe how you sustain (or plan to sustain) the civic involvement of the parent leadership training graduates after program completion.
7. Please attach a letter from your fiduciary partner acknowledging acceptance of this role for the duration of the funding cycle.
8. Please attach a letter of commitment from the funding partners acknowledging their contribution to the 50% match for the duration of the funding cycle.

Part II - Budget Proposal

For your application to be considered, you must submit a budget proposal along with your program description. The budget proposal consists of two parts - a budget worksheet and a budget narrative. The budget worksheet format includes space for you to identify all revenue and expenses available to support the parent leadership training. Please be sure to clearly identify the sources of the required matching funds (both cash and in-kind) and the total program cost. As you develop your budget proposal, please keep in mind that the grant period for this Parent Trust Fund application is eighteen months (January, 2006 through June, 2007) and that the maximum amount that you can request from the Parent Trust Fund is 50% of the total program cost.

Budget Worksheet

Please complete the budget worksheet below and submit it with your application. Please note any special conditions with an asterisk and be sure to offer an explanation in your budget narrative.

Budget Period: January, 2006 – June, 2007

Revenue	Amount	Source & Type of Funding
Parent Trust Fund Request		
City/Municipal		
State		
Federal		
Corporate		
Foundation		
Other Local Resources		
Agency Fundraising		
Other:		
Total Revenue		

Expenses	Parent Trust Fund	Other	Total
Salaries			
Fringe Benefits			
Admin Costs			
Consultants			
Conferences/Meetings			
Travel			
Printing/Publications			
Rent and Utilities			
Postage			
Equipment			
Telephone			
Meals			
Training Materials/Supplies			
Other:			
Total Expenses			

Budget Narrative

Please provide a one-page description of the information provided in your budget worksheet in a narrative form. Explain any special conditions that are specific to your overall program operation and this grant request. For example, if your agency has set a fundraising goal of \$1,500 to support the parent leadership training, you would want to explain how that goal was set and how likely it is to be met based on previous experience.

Summary of Submission Requirements

The Commission on Children, 18-20 Trinity Street, Hartford, CT 06106 by 2:00 pm October 14, 2005, must receive all applications. Please note "PARENT TRUST FUND APPLICATION" on the envelope. Include one original and two copies.

To be considered a complete application, the following must be submitted by the deadline:

1. An Application Cover Sheet;
2. A Training Description;
3. An Organizational Chart;
4. A Board Profile;
5. A Budget Worksheet;
6. A Budget Narrative;
7. A Fiduciary Confirmation Letter (if applicable);
8. A Letter of Commitment for matching funds;
7. A Curriculum Outline; and
8. The attendance & graduation requirements for the training.

For Additional Information

Please feel free to contact Dawn Homer-Bouthiette at the Commission on Children via e-mail at dawn.homer-bouthiette@cga.ct.gov or by phone at 860-240-0085 with any questions you may have regarding the application process or format for submission.

Also, applicants are encouraged to attend a meeting to review the requirements for this grant application on September 14, 2005 from 1-3 pm in the Community Room at Graustein Memorial Fund in Hamden. Time will be set aside to answers any questions you may have at this meeting. Please pre-register for the meeting by calling the Commission on Children @ 240-0290 or via the website at www.cga.ct.gov/coc/.